



PROCEDURE FOR WITHDRAWAL OF LME METAL

1. The Warrants must be delivered to our office, or to our London agent, prior to metal being picked up.
2. Please allow 48 hours between the time warrants are cancelled and your proposed ship date, as Banks and Customs involvement can require extra time.
3. All rental charges must be paid in advance. Rent is calculated on a daily basis. No metal can be released until warrants are received and rent paid. Rent is payable in US dollars
4. Rent will be billed through the date Warrants are cancelled/released, or through the intended collection date, if applicable. Daily Storage will continue to accrue through the actual collection date. All funds must be received into our account, prior to the last load of metal being loaded out.
5. All outbound handling charges must also be paid prior to release of metal.
6. Upon receipt of all monies, material will be scheduled to be loaded, in the order of easiest accessibility in the warehouse.
7. All trucks must be scheduled in advance of arriving at the warehouse and must have a Engelhart Warehousing assigned Pick-Up number (P/U#) upon arrival. NO P/U# constitutes NO load. The P/U# should be provided to The Warehouse via fax the day prior to shipment, or no later than 8 am the day of pick up.

NOTE: The Warehouse takes directions from Engelhart Warehousing. They can do nothing in releasing metal to truck, without our authorization



TRUCK SECURITY POLICY

Once metal is released for shipment by customer, a Pick Up Number (P/U#) will be assigned for each load. P/U#s are to be used in succession when loads are going to one destination. If there are multiple destinations, each release number/destination will be given a separate block of P/U#s.

Customers will be advised, at the time of receiving P/U#s, if appointments are required. In most cases, each load will be given a 2 to 4 hour window -- to allow for delays, etc. Since we handle a large number of trucks, it is very important that the driver stay within the allotted window. Within the allotted window of time, trucks will be loaded in the order they arrive.

Any truck without proper documentation (Truck/Driver Log) will be moved out of the line, until such time as proper documentation is received.

It is the customer's responsibility to arrange transportation. Customers should provide the P/U#s to the broker or trucking company that is hauling the goods/materials. At the time the P/U#s are provided, the broker/trucking company should be made aware and acknowledge BTGPW's security policy.

Truck / Driver Log containing: Customer name, P/U#, Trucking Company name, Trailer Number, and Driver's Name must be sent to The Warehouse via fax the day prior to loading or no later than 8:00am on the date of the shipment.

A Truck / Driver Log is available for each of our locations, with the fax number of where it is to be sent. The Log is given to the customer at the time P/U#s are assigned.

Customers will be provided specific directions to the warehouse – **ABSOLUTELY NO DIRECTIONS OR VERIFICATION OF P/U#S WILL BE GIVEN OVER THE PHONE.** SHOULD A DRIVER CONTACT THE WAREHOUSE -- they will be directed to refer to their dispatcher.



ENGELHART WAREHOUSING GROUP

Engelhart Warehousing US LLC

Engelhart Warehousing UK Ltd

Engelhart Warehousing Singapore Pte Ltd

Any truck arriving at the warehouse without a P/U# will be referred back to their dispatcher. The proper documentation (Truck/Driver Log) must be faxed to The Warehouse prior to the truck being loaded. Customers will be notified any time this occurs.

Should a driver not be able to provide the required documentation, the truck will not be loaded. Customers will be notified, prior to a truck being refused due to compliance concerns.